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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ADMINISTRATION SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for Emergency Operations Center (EOC) staffing, scheduling shift changes, building security and access control, facility operational status, and managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

- Ensure adequate, continual staffing for EOC:
 - A. Establish and maintain the EOC staffing pattern, increasing or reducing the number of personnel as needed.
 - B. In coordination with the EOC Supervisor, conduct a briefing for persons reporting for their shift duties.
 - C. When the EOC is fully staffed, and as each new shift assumes its' duties, prepare a list of EOC personnel by functional position and EOC telephone extension number, and forward this list to the switchboard operator and the affected county EOC(s).
- Ensure security and access control for the EOC is established.
 - A. Maintain staff sign-in and sign-out rosters for verification of response personnel.
 - B. Coordinate with Camp Murray Security, and if necessary, Washington State Patrol for severe security issues.
- Supervise the management of all fiscal and administrative functions, including the documentation of response actions and expenses incurred.
 - A. Ensure all EOC staff time sheets are properly completed with correct payroll coding.
 - B. Track all purchase requests.
 - C. Coordinate field response purchases with the Logistics Section Supervisor.

- Ensure that the State EOC and all facilities utilized for a disaster response are maintained in an operational status.
 - A. Maintain all facility safety and health standards, ensuring proper heating and air conditioning, availability of drinking water, and sanitary work environment.
 - B. Provide adequate supplies, equipment, and work space for all EOC staff.
 - C. Provide support services for EOC staff as needed, such as dependent care, food and lodging services, to enable essential personnel to report to the EOC.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the switch board operator in the state EOC.
- () Begin an individual log for recording the actions taken during the event.
- () Develop a staff availability list and establish an initial staffing pattern for 24 hour a day EOC operation for the duration of the emergency.
- () Ensure security and access control for the EOC are established. (Building 20 is our only facility at this time.)
- () Maintain EOC fiscal records including EOC staff time sheets, purchase requests, and travel authorizations.
- () Ensure that the State EOC and all facilities utilized for a disaster response are maintained in an operational status during the event.

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POSITION: FACILITY MANAGER

GENERAL DESCRIPTION OF RESPONSIBILITIES:

On a day to day basis responsible for general maintenance of the Washington State Emergency Operations Center (EOC) is the responsibility of the EOC Coordinator. However, during EOC activations or in the absence of the EOC Coordinator these responsibilities must be assigned to other individuals.

In general terms the Facility Manager is responsible for:

1. Ensuring that the building and surrounding areas are maintained in an operational status.
2. Ensuring that a safe and clean environment is maintained within and around the building.

OVERALL DUTIES:

Assist the EOC Supervisor with:

- Ensuring that all facility systems are operational.
- Ensuring that facility operations are safe and the premises remain clean.
- Ensuring that the staff are as comfortable as possible.
- Coordinating requests for facility operations and facility support requirements for the emergency staff.
- Supervise facility contractors and support staff.
- Supervise staff assigned to provide security of the State EOC.

ACTION ITEMS:

- () Report to the State EOC and the Administration Section Supervisor. Check in with the switch board operator in the EOC. Begin an individual log of actions taken during the emergency.
- () Maintain the individual log sheet for all EOC activities.

- () Conduct check to see that all facility systems are functional. Ensure/check that:
- a. Trash is being emptied into trash dumpster and that dumpster is being pick up.
 - i) If more dumpster space is required – coordinate with Camp Murray Production Control.
 - ii) If dumpster (s) are being filled in a day or two days arrange with the Camp Murray Production Control to have them picked up on a revised schedule.

CONTACT IS: Production Control at Phone 253-512-8412

- b. Recycle (paper) is emptied and that large containers are picked up on a revised schedule.

CONTACT IS: Production Control, Phone 253-512-8412

- c. Heating and Air conditioning equipment is operating. If not, it is a warranty item for Pease & Sons.

CONTACT IS: Don Stoll, Ron Crooks, Ron Cross, then Darron Pease Per attached memo Phone 24 Hour pager

- d. Vehicle parking is adequate. Additional parking space may be available through the use of the parking lots at Buildings 97 and 33.

CONTACT IS: Camp Murray Security at 512-7900 for coordination.

- e. Burned out light bulbs are replaced.

CONTACT IS: Don Stoll, Ron Crooks, Ron Cross, then Darron Pease per the attached memo.

- f. Cleanliness of building and surrounding areas. The cleaning contractor will only make one visit per day to clean the facility (building, rest rooms, and empty trash). During extended operations it will be necessary to clean rest rooms and empty trash at least every 8 hours and more often if necessary! Make arrangement with Production Control to come in periodically and accomplish the clean up.

CONTACT IS: Production Control at 512-8412

- g. Supplies (paper towel, toilet paper, cups, and refuse bags) during extended operations tend to be used at a faster rate and will need to be replaced. These are Central Store items.

CONTACT IS: The Administrative Assistant on shift.

- h. Sewage problems:

CONTACT IS: Primary: Production Control at 512-8412

- i. Electrical problems should be handled by Pease & Sons per attached memo.

- j. Periodically survey the building for safety items:

- ◆ Fire Exits open
- ◆ Excess paper accumulating
- ◆ Hanging or overhead hazards
- ◆ Walking hazards
- ◆ Equipment failures (broken chairs, tables etc.)
- ◆ Electrical (excess cords, broken receptacles etc.)
- ◆ Sanitation
- ◆ Vehicle parking and traffic patterns around building.
- ◆ Winter icing/snow removal (salt/ice treatment).

If applicable, contact Production Control for work request.

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POSITION: **ADMINISTRATION SECTION PERSONNEL STAFFING**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

In consultation with the Emergency Operations Center (EOC) Supervisor, responsible for Emergency Operation Center personnel scheduling. This will include assessing staff availability; determining EOC staffing needs; developing, maintaining, publishing, and posting a 24-hour EOC staffing schedule; and coordinating personnel needs with department personnel services and with other state agencies.

OVERALL DUTIES:

- Schedule adequate, continual staffing for EOC:
- Assess immediate and long term staffing needs of EOC. In consultation with the EOC Supervisor and EOC Section Supervisors ascertain current and future EOC staffing requirements based upon the emergency incident.
- Determine emergency management staff availability to fulfill EOC staffing needs, in accordance with existing EOC staffing policy.
- Establish shift schedule and prepare for first shift change.
- Provide check-in orientation for new EOC staff.

ACTION ITEMS:

- () Report to the Administration Section Supervisor. Check in with the switchboard operator in the EOC.
- () Begin individual log sheet recording actions taken.
- () Determine staff availability, EOC needs, and establish a 24 hour-a-day EOC operation schedule.

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POSITION: **FISCAL MANAGEMENT/COMPTROLLER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

Manage the proper completion of all fiscal and administrative records:

- Establish a fiscal management group to include:
 1. EOC Comptroller - lead position
 2. Asst. EOC Comptroller
 3. Military Department Purchasing Representative
 4. General Administration Representative
 5. Co-located with Logistics Section

- Establish a computer file for tracking activation costs for the following items:
 1. EMD staff time and travel cost based on current BPS information.
 2. Non-EMD staff time costs if possible.
 3. Equipment expenditures specific to each activation within EMD.
 4. All available field resource cost information

- Manage all activation-related payroll functions, including the issuance of proper coding instructions.
 1. Notify Military Department Accounting Office of activation and get the charge code for activation costs.
 2. Post proper payroll coding number and instructions in the EOC for all participants.
 3. Collect and enter sign-in/sign-out information into the computer file.

- Purchasing and travel including direct billings or other financial arrangements for EOC staff.
 1. Establish control over purchase request information.

- a. Request that Disaster Manager direct all purchase requests through the EOC Comptroller Section.
 - b. Monitor and enter all relevant purchase request information.
 - c. Coordinate with GA and Military Department Purchase representatives.
 - d. Coordinate with the Disaster Recovery Unit (DRU) Manager.
 2. Establish control over travel information.
 - a. Request that Disaster Manager direct all travel requests through the EOC Comptroller Section.
 - b. Estimate and record travel costs of EM staff assigned to travel status in support of the activation.
- Purchases of supplies, equipment or resources to support the disaster response are coordinated with the Logistics Section Supervisor. Establish control over resource tasking where possible.
1. Request that the Logistics Section Supervisor acquire cost estimates for tasking of local, state and federal agencies where possible.
 2. Establish links for cost information with Logistics Section Supervisor at regular intervals each day.
- Prepare daily and weekly reports of costs to date.
1. Provide reports to Disaster Manager, Emergency Management AD, DRU Unit Manager, and Administrative Section Supervisor of current cost estimates. Reports should be final as of 5:00 p.m. daily and weekly by 5:00 p.m. Friday.
 2. Prepare final estimates of costs within one week of the close of an activation.
- Prepare a written report within one week of the close of an activation on what went right, what went wrong, and how the process of collecting and reporting cost information can be improved. Be concise and specific. Reports should be filed with the Comptroller Position Checklist and provided to the Disaster Manager, Administrative Section Supervisor, and DRU Unit Manager.

ACTION ITEMS:

- () Begin an individual log sheet for recording the actions taken during the event.
- () Develop a staff availability list and then establish an initial staffing pattern for 8 hour per day EOC shift coverage for the duration of the emergency. The shift will be from 8:00 a.m. to 5:00 p.m., seven days per week for the duration of the emergency.

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POSITION: **SECURITY OFFICER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for providing security for the State Emergency Operation Center (EOC) and all other facilities utilized for state disaster response coordination.

OVERALL DUTIES:

Ensure only authorized persons are permitted in the EOC.

- Request proper photo identification of all persons desiring to enter the EOC (i.e., driver's license, state ID or Military ID card).
- Direct visiting members of the media to the media center (if established), upon presentation of proper media credentials to the Security Officer.
- Entry into the EOC by media personnel shall be permitted only with the EOC Supervisor's permission and with an escort from the EOC Supervisor's staff or from the PIO staff. Under no circumstances is the media allowed in the EOC Operations Room without a proper escort.
- An EOC visitor/observer list may be provided to the Security Officer to allow visitors/observers into the main EOC area. EOC visitor/observer must be accompanied by the EOC Supervisor or designee while in the EOC area.
- Maintain sign-in list of who is currently in the EOC.

ACTION ITEMS:

- () Report to the State EOC and the Administration Section Supervisor.
- () Obtain security log, staffing patterns, and sign-in sheets from the Administration Section Supervisor.
- () Maintain entry system security checkpoint in the front hall, located in the reception area of the EOC, Building 20, Camp Murray, Washington.

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POSITION: AA TO ADMINISTRATIVE SECTION

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the Administrative Section.

OVERALL DUTIES:

- Provides typing and computer operator support.
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the Administrative Section Supervisor.
- Maintains telephone tracking when the Administrative Supervisor is too busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the Administration Supervisor. Check in with the switchboard operator in the EOC and "sign in".
- () Maintain a "EOC log" of events.
- () Maintain a "Telephone Log" for unanswered calls.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.)is immediately available to the Section. Replacements are in the supply room.
- () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print boards to the "Administrative Section" Supervisor and any computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation clean and secure area (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways etc.).

